

Pelham Cares Inc. fonds, 1980-2017, n.d.

RG 560

Brock University Archives

Creator:	Pelham Cares Inc.
Extent:	1.9 metres of textual records (6.5 boxes) 247 photographs 1 CD-ROM
Abstract:	Fonds contains material about the operations and activities of Pelham Cares Inc., a charitable organization that provides various community services in Pelham, Ontario. Material includes administrative records such as minutes, annual reports, and financial statements, as well as information about the services provided, including a food bank, subsidized recreational activities for youth, and transportation services for medical appointments. Materials include activity reports, news clippings and photographs.
Materials:	Minutes, annual reports, correspondence, activity reports, news clippings and photographs.
Repository:	Brock University Archives
Processed by:	Chantal Cameron
Last updated:	September 2022
<hr/>	
Terms of use:	Pelham Cares Inc. fonds are open for research.
Use restrictions:	Current copyright applies. In some instances, researchers must obtain the written permission of the holder(s) of copyright and the Brock University Archives before publishing quotations from materials in the collection. Most papers may be copied in accordance with the Library's usual procedures unless otherwise specified.
Preferred citation:	RG 560, Pelham Cares Inc. fonds, 1980-2017, n.d., Brock University Archives, Brock University.

Acquisition info.: Donated by Pelham Cares Inc. in 2014. Additional material was added in 2022.

Administrative history:

The beginnings of Pelham Cares occurred in 1982 when the Mayor of Pelham, Eric Bergenstein, received a letter from Janet Hassall, a social worker with Niagara Regional Home Care. Hassall requested that a Social Service Committee be established in Pelham to address gaps in community services, a practice that several other communities in the Region had adopted. Such committees were commonly composed of church parishioners, so Bergenstein contacted Canon J. Nowe of the Holy Trinity Anglican Church, who expressed an interest in participating in such a committee. Bergenstein arranged a meeting in June, 1982 at the United Church Hall in Fonthill, for any interested parties to learn more about the existing Social Service Committees in the Region. The meeting was not part of a Town Council project, but rather an initiative undertaken by Mayor Bergenstein in a personal capacity. Subsequent meetings chaired by Eric Bergenstein were held throughout the remainder of that year, during which the name of Pelham Cares was decided, a steering committee established, and services to be offered were determined. These initially included “visits with the lonely, the shut-ins, at home, hospital or on an outing ; run errands for those who are “stuck”; step in, in emergencies, or regularly, to free a parent or spouse who can’t otherwise get a “break”; in emergencies, provide food, clothing, furniture, medicine and other necessities”. The first official meeting of Pelham Cares occurred in January 1983.

Currently, the main services offered by Pelham Cares are a food bank; transportation services to medical appointments; and sponsorship programs to allow youth with limited financial means to participate in sports, recreational and educational activities. The organization also provides emergency food, supplies or short term accommodation due to fire or other catastrophic loss, as well as providing referrals to appropriate organizations or agencies. Pelham Cares is dependent on the funding from community partners such as service clubs, citizens, local businesses, financial institutions and churches. These services are provided by volunteers and one part-time employee. A permanent location for Pelham Cares was established in 2014 with the purchase of a property on Highway 20 East in Fonthill, after a 30 years search for a permanent facility.

Scope and content:

Fonds contains material about the operations and activities of Pelham Cares Inc., a charitable organization that provides various community services in Pelham, Ontario. The material consists mainly of administrative records and services records. The administrative records include minutes, annual reports, financial statements and funding information (including grants, donations, and fundraisers), as well as correspondence. The material about services includes activity reports, volunteer recognition, news clippings, newsletters, and photographs. The original order of the material in the files has largely been retained. These files have been grouped together with similar material for clarity and ease of use.

Organization:

The records were arranged into four series:

Series I: Administrative, 1982-2017, n.d.

Sub-series A: Constitution, Policies and Incorporation

Sub-series B: Minutes

Sub-series C: Financial

Sub-series D: Planning

Sub-series E: Annual Reports

Sub-series F: Correspondence

Series II: Services, 1994-2015, n.d.

Sub-series A: Food bank

Sub-series B: Volunteers

Sub-series C: Activity reports

Sub-series D: Other community activities

Sub-series E: Newsletters

Sub-series F: Photographs

Series III: Resources, 1995-2012, n.d.

Sub-series A: Imagine Canada

Sub-series B: Other resources

Series IV: Clippings, 1980-2017, n.d.

Sub-series A: Loose clippings

Sub-series B: Scrapbooks

Inventory:

Series I: Administrative, 1982-2015, n.d.

Sub-series A: Constitution, Policies, and Incorporation, 1994-2015, n.d.

- 1.1 Constitution, 1994-1995, 2009. Contains various drafts and revisions of Pelham Cares constitution and by-laws.
- 1.2 Ethical code, 2011. Contains a copy of the Ethical Code handbook by Imagine Canada, a copy of draft ethical standards proposed by Imagine Canada, and correspondence regarding Pelham Cares renewal of the program.
- 1.3 Holiday Adopt-a-Family Program, Policies and Procedures, 2016.
- 1.4 Human Resources Policy, 2007, 2010. Contains position descriptions and policies concerning the Board of Directors.
- 1.5 Privacy Act, 2004. Contains a manual entitled *Privacy 101: A Guide to Privacy Legislation for Fundraising Professionals and Not-for-Profit Organizations in Canada*.
- 1.6 Pelham Cares Privacy Policy, n.d.
- 1.7 School Supplies Program, Policies and Procedures, 2015.
- 1.8 Transportation Policy, 2010-2012, n.d. Contains policies and procedures for volunteer drivers. Also contains a volunteer driver application form, position description, driver agreement, volunteer driver handbook and transportation client information.
- 1.9 Youth Sponsorship Program Policies and Procedures, 2009, n.d.
- 1.10 Workplace Safety Policy, 2010. Contains a draft policy on Occupational Health & Safety, as well as a guide to Bill 168 (regarding workplace violence and harassment), and some related correspondence and news clippings.
- 1.11 Organizational chart, 2004, n.d. Contains an organizational chart of Pelham Cares and draft position descriptions including the President, Vice-President, Secretary, Treasurer, Directors and Coordinator, Client Services.

1.12 Policy resources, 1994-2004, n.d. Contains resource material used to develop a constitution and policies for Pelham Cares, including constitutions of similar non-profit organizations, newsletters and news clippings.

1.13-1.18 Incorporation, 2003-2007. Contains an application for incorporation, correspondence, a not-for-profit incorporator's handbook, and annual returns.

Sub-series B: Minutes, 1982-2017

1.19-2.2 Minutes, 1982-2017. Contains meeting minutes and agendas. Some financial reports are also included, as well as lists of board members.

2.3 Attendance, 1997-2009. Contains attendance lists of meetings.

Sub-series C: Financial, 1983-2017, n.d.

2.4-2.11 Financial reports, 1983-2017 [non-inclusive].

2.12-2.15 Niagara Community Foundation mini-grant, 2009-2011. Contains correspondence and application forms.

2.16-2.23 Ontario Trillium Foundation, 2004-2010. Contains a proposal and application for funding, letters of support, letter of agreement, news clippings, correspondence, progress reports and a final report.

2.24-2.25 Business Education Council Grant, 2009-2010. Contains correspondence, an application form, news clippings, and requests for proposals.

2.26-2.28 New Horizons Grant, 1984, 2009-2010, n.d. Contains application forms, program information, news clippings, attachments included with the application such as letters of support and annual reports, and correspondence.

2.29-2.39 Other Grants, 1984, 2003-2012, n.d. Contains information about other grant programs such as the Sun Media summer camp fund; Rotary Club Centennial Project; Donner Canadian Foundation Awards; Venture Niagara; United Way; Opportunities Niagara; Royal Bank of Canada; the Cares Foundation of Niagara Fallsview Casino; BMO Fountain of Hope; Niagara Neighbourhood Idea fund; Venture Niagara; and the Osprey Media Summer Camp fund.

- 2.40 Grant/Fund Initiatives, 2009-2017. Contains a summary of grants applied for by Pelham Cares from 2009 to 2017.
- 2.41-2.43 Fundraising—Quilt Exhibit, 2005. Contains correspondence, promotional material, financial report, photographs, and news clippings.
- 2.44-2.52 Fundraising—Home Show, 2005-2012. Contains correspondence, news clippings, promotional material, information for volunteers and show guides.
- 2.53-2.56 Fundraising—Chili Cook-off, 2007-2011. Contains news clippings, correspondence, photographs, promotional material and ballots.
- 2.57-2.61 Fundraising—Mayor's Gala, 2009-2013. Contains correspondence, information about the Gala, sponsorship forms, programs, Committee meeting minutes, and testimonials from children who benefited from the youth recreation subsidies of Pelham Cares.
- 3.1-3.14 Fundraising—Other, 2006-2012. Contains correspondence, news clippings, and promotional material about various fundraising events including Biketoberfest, Emmons BBQ, Benefit Concert by the Peninsula Orchestra, Salon Utopia Open House, Wildflower Restaurant's Winter Dance event and silent auction, recipe book fundraiser, Dundee Securities Corporation fundraiser, birdhouse decorating project, Sunday stroll [featuring goods crafted by local artisans], Phoenix Lodge Ladies night fundraiser, Fonthill Coffee House fundraiser, and a presentation on charitable giving presented by Investors Group.

Sub-series E: Planning, 2002-2013, n.d.

- 3.15 Snow removal project, n.d. Contains details of a plan to provide snow removal services for seniors by students.
- 3.16 Planning, 2005. Contains a news clipping and correspondence.
- 3.17 Strategic Planning, 2007-2008. Contains correspondence, meeting notes, strategic planning process and timeline, a draft letter concerning client eligibility criteria for Pelham Cares services, a draft client agreement form and a volunteer statement of understanding and indemnification.

- 3.18 Gail Hilyer, 2004-2008, 2011. Contains correspondence, meeting agendas and notes, a biography of Gail Hilyer (past president of Pelham Cares), a draft inventory, and news clippings.
- 3.19-3.21 Forms, 2005-2009, n.d. Contains assorted blank forms used by Pelham Cares including information requests, client information, Christmas basket registration, volunteer service logs, expense reports, client agreement, and donation forms.
- 3.22-3.28 Leases, 2002-2010. Contains leases and related correspondence for the properties that Pelham Cares has occupied or considered occupying. Also includes some information on facility requirements.
- 3.29-3.41 Property Search, 2005-2013. Contains information on prospective properties that Pelham Cares considered relocating to, including 2 Pelham Town Square; Shoppers Drug Mart facility in the Fonthill Plaza; 1161 Pelham Street; and letters of interest for other properties meriting consideration.
- 3.42-3.49 New facilities information/requirements, 2003-2013. Contains planning material concerning the requirements for a new home for Pelham Cares, including minutes of the Project Pelham Cares Facilities Committee, correspondence, lists and diagrams of facility requirements and proposed facility designs, a facility cost matrix, and office expansion costs.
- 3.50-3.52 Rotary Facility Project, 2008-2009. Contains minutes, reports, correspondence and news clippings on a joint project of Pelham Cares and the Rotary Club of Fonthill to find a new location for Pelham Cares.
- 3.53-3.54 Overview/History, 2002-2008, n.d. Contains several different drafts of an overview of Pelham Cares services, a history of the organization on its 15th anniversary, a handwritten history written by George Morley in 2002, and a presentation about Pelham Cares services presented by the Rotary Club of Fonthill and Pelham Cares.
- 3.55 Pelham Cares 25th Anniversary, 2008. Contains certificates of congratulations from local politicians, news clippings, expenses and correspondence.
- 3.56-3.59 Promotional material, n.d. Contains brochures and flyers promoting Pelham Cares services, order information for customized fridge magnets, and copies of the publication *While You're Waiting* featuring advertisements for Pelham Cares.

Sub-series F: Annual Reports, 2001-2017.

3.60-3.70 Annual Reports, 2001-2017. Contains Pelham Cares Inc. annual reports.

Sub-series G: Correspondence, 1982-2012, n.d.

4.1-4.5 General correspondence, 1982-1984, 2000-2012, n.d.

4.6 Gail Hilyer—draft letters, 2001-2003. Contains drafts written by Gail Hilyer, past president of Pelham Cares.

4.7 Alex Melinyshyn, 2005. Contains correspondence and some news clippings about Alex Melinyshyn, a student volunteer with Pelham Cares.

4.8 Abitibi, 2005-2007. Also contains some news clippings.

4.9 Tracy Drenth, 2006-2007.

4.10 Great Kids, 2008. Contains a nomination letter for Sasha Malik by Pelham Cares for the 2008 Search for Great kids. Also contains some news clippings.

Series II: Services, 1994-2015, n.d.

Sub-series A: Food bank, 2007.

4.11 Food distribution project, 2007. Contains the weekly cost of a nutritious food basket in Niagara and guidelines for distributing food to clients.

Sub-series C: Volunteers, 1995-2017.

4.12-4.19 Pelham Cares volunteer recognition, 1999-2017. Contains information on volunteer recognition by Pelham Cares. Materials include guest lists, announcements, certificates, programs, correspondence, photographs and news clippings.

4.20-4.25 Pelham Citizen of the Year award, 2002-2009. Contains correspondence, news clippings, programs and photographs.

- 4.26-4.27 Andrew Liptak Community Service Award, 1995, 2007-2008. Contains nominations for this award given by the Welland/Pelham Chamber of Commerce.
- 4.28 June Callwood Award for Volunteerism, 2011-2012. Contains a letter of nomination, letters of support, a presentation ceremony program, and a media release announcing Pelham Cares receiving the award in 2012. Also contains some colour photographs and a CD containing additional photographs.

Sub-series D: Activity reports, 1994-2014 [non-inclusive].

- 4.29-4.34 Activity and Client Services reports, 1994-1995, 2005-2017. Contains the number of requests for services, categorized by the type of service, such as transportation or food. The reports are issued monthly.

Sub-series E: Other community activities, 2004-2010, n.d.

- 4.35-4.39 Community Policing, 2005-2008. Contains meeting agendas and minutes of the Pelham Community Policing Committee. Also contains agendas and notes from the Niagara Regional Police Service Community Policing Symposium, some correspondence and information about Community Policing programs.
- 4.40-4.41 Centre for Community Leadership (CCL), 2005-2006. Contains reports and correspondence relating to Imagine Canada's Community Conversation held at the Centre for Community Leadership at Niagara College in 2005. Also contains information about other events being held at the Centre for Community Leadership.
- 4.42-4.43 United Way Roundtable project, 2004-2005, n.d. Contains notes, correspondence and a report entitled *United Way South Niagara and United Way of Greater Fort Erie Community Visioning Project Final Report*.
- 4.44-4.52 Village of Fonthill's 150th Anniversary, 2006. Contains information about the Village of Fonthill's 150th Anniversary celebrations, June 10, 2006. Materials include general committee notes, sponsorship committee agendas and minutes, ecumenical service program, an itinerary, news clippings, commemorative booklet, financial statement, and correspondence.
- 5.1-5.2 Skillshare program, 2007. Contains several drafts of Pelham Cares food handling and storage policy. The policy was created with the assistance of a Health and Safety Service Learning placement through the Skillshare program at

Brock University. Also contains some information on an accounting service learning project with Pelham Cares.

- 5.3 Opportunities Niagara, 2007. Contains a copy of Opportunities Niagara Strategic Plan, 2006-2008, an Annual General Meeting agenda, and some correspondence.
- 5.4-5.5 Social and Community Planning, 2007. Contains the *Niagara Integrated Social and Community Planning Project background paper with questions: Phase 2, Community Conversation*; a list of steering committee members and community reference group members; and some news clippings.
- 5.6 Community Conversations, 2009. Contains flyers for a community conversation about poverty co-hosted by Pelham Cares and Niagara Prosperity Initiatives, a questionnaire, and a news clipping.
- 5.7 Seniors needs & programs, 2005. Contains agendas and minutes of community meetings to identify senior needs and programs in the Town of Pelham.
- 5.8 Parish nurse program, 2010. Contains correspondence regarding the possibility of Pelham Cares running a parish nurse program, as well as brochures for similar community services.
- 5.9-5.10 Market, 2005-2006. Contains correspondence and application forms for a Pelham Cares booth at the Pelham Farmers' Market.
- 5.11 Community Principles of Respect, 2006. Contains correspondence and news clippings about Pelham Cares participation in this program.
- 5.12 105.7 FM radio, 2007-2009. Contains correspondence and promotional material about Pelham Cares events or activities promoted by the radio station.

Sub-series F: Newsletters, 2004-2011, n.d.

- 5.13-5.18 Pelham Cares newsletters, 2004-2008, n.d.
- 5.19 Other newsletters, 2004-2011, n.d. Contains various newsletters, including the Open Arms Mission [Welland] newsletter, Women's Place of South Niagara, Niagara Region Sexual Assault Centre, AIDS Niagara News, and the Niagara Community Foundation.

Sub-series G: Photographs, 1995-2008, n.d.

- 5.20-5.28 Photographs, 1995-2008, n.d. Mostly contains photographs of fundraising and community events.

Series III: Resources, 1995-2012, n.d.

Sub-series A: Imagine Canada, 2008-2011.

- 5.29-5.32 Imagine Canada, 2008-2011. Contains reports, membership information, correspondence, news clippings, the *Ethical Fundraising and Financial Accountability Code*, the *Ethical Code Handbook*, and webinar information.

Sub-series B: Other resources, 1995-2012, n.d.

- 5.33 Community Support Services of Niagara, 2001, n.d. Contains a volunteer reference check form, volunteer application form, a Niagara Regional Police access to information waiver form and a volunteer policy and procedure manual.
- 5.34 Accessibility, 2005, 2010, n.d. Contains a compliance manual for Accessibility for Ontarians with Disabilities Act (AODA), a booklet about the AODA and a news clipping.
- 5.35 Proposal writing workshop, 2012. Contains slides from a proposal writing workshop offered by the Niagara Community Foundation, the United Way and the Ontario Trillium Foundation.
- 5.36 Community Improvement Plan, 2008. Contains a presentation on Revitalization Strategies of the Town of Pelham's Community Improvement Plan, presented at a public open house on November 28, 2008.
- 5.37 Town of Pelham Community Services brochure, 2005-2007. Contains copies of the Town of Pelham's Municipal & Community Services brochure and correspondence relating to Pelham Cares contribution to the brochure.
- 5.38 Computers for Clients, 2010. Contains correspondence and promotional material about a program to provide low-cost refurbished computers to low-income individuals.

- 5.39 Roundtable on Senior's Issues, 2005. Contains a presentation entitled *7 Financial Dangers Facing Retirees Today & In the Future* as part of a Roundtable on Seniors' Issues presented by the Hon. Rob Nicholson, MP and Dean Allison, MP.
- 5.40 HFIS Self-Training Manual, Food Bank Edition, 2007. Contains a manual on Food Bank Administration by the Homeless Individuals and Families Information System (HFIS).
- 5.41 Ontario Association of Food Banks Standards of Operation, 2005.
- 5.42 Niagara Region Neighbourhood Profiles, 2006. Contains information on health factors, income, shelter costs and education for Fort Erie, Grimsby, Lincoln, Niagara Falls, Niagara-on-the-Lake, Pelham, Port Colborne, St. Catharines, Thorold, Wainfleet, Welland, and West Lincoln.
- 5.43 Niagara Region, 2008-2009. Contains information on programs to reduce poverty in the Niagara Region.
- 5.44 Aging at Home, 2007-2010. Contains news clippings, an *Aging at Home Directional Plan* by the Hamilton Niagara Haldimand Brant Local Health Integration Network (HBHB LHIN), and a newsletter of the HNHB LHIN featuring their Aging at Home strategy.
- 5.45 Transportation Survey, 2009. Contains a copy of a survey completed by Pelham Cares for the Hamilton Niagara Haldimand Brant Local Health Integration Network. Also contains related correspondence and information on the Aging at Home call for service plans.
- 5.46 LHIN, 2009-2010. Contains information on procedures and policies for volunteer drivers drafted by Pelham Cares, a publication by Imagine Canada entitled *Managing Your Volunteer Drivers*, and information on an HNHB LHIN transportation planning session (including the results of the transportation survey).
- 5.47 Food Client Assessment tools, 2005-2009, n.d. Contains client intake forms used at other food banks and guidelines to follow when distributing food to clients.
- 5.48 Niagara Prosperity Initiatives, n.d. Contains a list of community agencies and the areas that they serve, as well as specific program information.

- 5.49 Information Niagara, 1995-1996. Contains a questionnaire completed by Pelham Cares and submitted to Information Niagara, a directory of community services in regional Niagara.
- 5.50 Volunteers Count, 2004-2008. Contains correspondence, a survey, and information about Volunteers Count, a web-based software program that helps organizations track volunteer contributions and estimate their value.
- 5.51 Seniors resources, 2010, n.d. Contains information for seniors on driving, programs and services provided by Service Canada and Niagara Region, and a safety guide for older or vulnerable persons, Welland Community Policing.
- 5.52 Resources—Promotional material, n.d. Contains promotional material for various charities and community services and government agencies.
- 5.53 Resources—General, n.d. Includes Canada Safety Council's Babysitters' Training Course Final examination, and *The 10-Year Planning Process to End Chronic Homelessness in Your Community: A step-by-step guide* by the United States Interagency Council on Homelessness.

Series IV: Clippings, 1980-2017, n.d.

Sub-series A: Loose clippings, 1980-2017, n.d.

- 6.1-6.10 News clippings by subject, 2004-2012, n.d. Folder headings include Board members; food depots/transportation; Niagara-wide food bank/social issues/economy; food/toy drives; local businesses; other food banks; transit; service clubs and United Way.
- 6.11-6.26 News clippings by date, 1980-2017, n.d.

Sub-series B: Scrapbooks, 1989-2012.

- 6.25-7.3 Scrapbooks of news clippings, 1989-2012.